



COURT ADMINISTRATOR

STARTING SALARY RANGE: \$73,821 - \$104,259

Salary Grade: 46

Applications Accepted From: November 10, 2003 until Vacancy is filled

THE POSITION

This executive, leadership position is responsible for the overall management, strategic planning and fiscal responsibility of the civil, criminal, and traffic functions for this newly consolidated Municipal and Traffic Court with an emphasis on therapeutic justice. The incumbent coordinates, organizes and supervises the management of the various case processing activities of the court. Oversees record management, including computer operations, record retention, record-keeping and reporting of court minutes. Supervises the financial aspects of court operations, including the collection, receipt, and accounting for fees, fines, bonds, and escrow funds. Develops a preliminary court budget, forecasts revenues and expenditures, and participates in budget hearings. Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters. Formulates and implements policy with respect to the operation of court administration. Develops or modifies procedures to ensure compliance and supervises the implementation. Analyzes and prepares court security plans. Conducts continuing research and evaluation of court programs and operations, including the development and application of improved methods of administration for the purposes of increasing efficiency and effectiveness. Resolves complaints on court-related matters from the public, law enforcement, attorneys and others.

MINIMUM REQUIREMENTS

The competencies for this classification must be gained through a Bachelor's degree from an accredited institution with a major in Business, Public or Court Administration, or related field. Six (6) years of extensive court-related supervisory, management and administrative experience in a user environment. Master's degree and/or Institute for Court Management (ICM) Fellow preferred. Any combination of education and experience that provides the requisite competencies for this job will be considered.

SPECIAL REQUIREMENTS: Applicants for this position must successfully complete a background check.

THE CITY OF ATLANTA EMPLOYMENT OFFICE WILL BE ACCEPTING APPLICATIONS DURING THE TIMES AND AT THE ADDRESS BELOW. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS ARE DEEMED MOST COMMENSURATE WITH THE POSITION.

Monday thru Friday 8:30A.M. – 4:30 P.M.

City of Atlanta

Department of Human Resources

City Hall Tower

68 Mitchell Street, SW., Suite 2107

Atlanta, Georgia 30335-0306

Resumes will not be accepted in lieu of application

Phone (404) 330-6369 FAX: (404) 658-6157

Website: www.atlantaga.gov

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